

INFORMATION TECHNOLOGY DEPARTMENT

POLICY S004-02

APPROVED: JANUARY 15, 2002

UPDATED:

Acceptable Use of Electronic Communication Devices

Purpose:

The state of North Dakota provides Electronic Communication Devices (ECDs) and an IT infrastructure designed to facilitate business communications among state government, educational entities, political subdivisions and their business contacts. These devices include telephone, facsimile (fax) machines, all computer and network related hardware, software, and/or peripheral devices (including e-mail and Internet). These devices are connected to the state's IT infrastructure and as such, public scrutiny and/or disclosure of usage must not damage the reputation of the state of North Dakota, nor jeopardize the systems' integrity.

It is the intent of the state of North Dakota to provide a policy that ensures appropriate use of ECDs by state government, educational entities, and political subdivisions, and establish baseline acceptable use requirements for ECDs tied to the state of North Dakota's data and voice communication networks. Individual entities may enact a stricter policy.

Use of Electronic Communication Devices:

The North Dakota Information Technology Department is responsible for monitoring the use of ECDs in such a manner as to prevent or detect abuse and to reduce legal exposure. All electronic communications shall follow North Dakota's Open Records Law.

- **Authorized Use:**

It is the State's policy to limit the use of State ECDs to official business. However, users may be permitted to utilize ECDs for personal use, off-duty, if in compliance with the following terms of this policy:

- Does not interfere with the performance of the user's public duties;
- Is of nominal cost or value;
- Does not create the appearance of impropriety;
- Is not for a political or personal commercial purpose;
- Is reasonable in time, duration, and frequency;
- Makes minimal use of hardware and software resources; and
- Is in compliance with the Standards of Conduct outlined below.

- **Standards of Conduct:**

Users shall be held personally liable (legally, financially, or otherwise) for the use of ECDs not in compliance with State policy. ECDs should be used in a professional and ethical manner as noted below:

- Must not use ECDs for harassment or similar inappropriate behavior;
- Must not use ECDs for accessing sexually explicit, offensive, or erotic material;
- Must not create, distribute, copy, store, or knowingly use unauthorized copies of copyrighted material on state of North Dakota computers, or transmit them over the state networks;
- Must not use ECDs for the purposes of probing or hacking;
- Must limit use of ECDs for non-official business; including but not limited to "streaming" audio & video (including Internet radio, stock/news tickers, and software such as WeatherBug, etc.);
- Must not use ECDs for any illegal activity, gambling, trading in illegal substances, etc.;
- Must not use ECDs to knowingly download, copy, distribute, store, or use pirated software or data;
- Must not knowingly distribute viruses or bypass any state virus detection system in place; and
- Must conform to state procurement policies when making business related purchases through an ECD.

Training:

User training on computer security and appropriate usage is strongly encouraged and is available from the North Dakota Central Personnel Division. Training is also available via a self-paced tutorial, on the state of North Dakota's Information Technology Department website at <http://www.state.nd.us/itd/security/safe>.

Measuring and Monitoring:

The state of North Dakota reserves the right to monitor the use of ECDs, including but not limited to storing, accessing, and reviewing information received or sent through e-mail or over the Internet. The tools used by ITD today allows for monitoring of an individual's Internet site access. The state reserves the right to block out any Internet sites deemed by the state to be unrelated to the state's responsibilities. The state will cooperate with any legitimate law enforcement investigation.

Non-compliance Measures:

A user's violation of State policy may lead to disciplinary actions, up to and including termination of employment, and/ or service.